



Job Ref. No. JHL035

Position: ESG Manager

Jubilee Insurance was established in August 1937, as the first locally incorporated Insurance Company based in Mombasa. Jubilee Insurance has spread its sphere of influence throughout the region to become the largest Composite insurer in East Africa, handling Life, Pensions, Asset Management and Medical Insurance. Today, Jubilee is the number one insurer in East Africa with over 1.9 million clients. Jubilee Insurance has a network of offices in Kenya, Uganda, Tanzania, Burundi, and Mauritius. It is the only ISO certified insurance group listed on the three East Africa stock exchanges – The Nairobi Securities Exchange (NSE), Dar es Salaam Stock Exchange and Uganda Securities Exchange. Its regional offices are highly rated on leadership, quality and risk management and have been awarded an AA- in Kenya and Uganda, and an A+ in Tanzania. For more information, visit www.JubileeInsurance.com.

We currently have an exciting career opportunity for the **ESG Manager** within **Jubilee Holdings Limited**. The position holder will report to the **Group Head – Risk & Compliance** and will be based at our Head Office in Nairobi.

Role Purpose

The ESG Manager will be responsible for driving the organization's Environmental, Social, and Governance (ESG) strategy within Jubilee Holdings Limited, ensuring operational efficiency and alignment with corporate objectives. This role combines strategic oversight of sustainability initiatives, social impact programs, and governance frameworks. The role holder will ensure that Jubilee Holdings Limited and all its entities are operating in an ethical and sustainable manner, and that it is taking a responsible approach to its impact on the environment and society in order to be successful in the long term.

Main Responsibilities

Operational Functions

- Policy Implementation: Develop and implement JHL's ESG and related policies and procedures to embed ESG principles into daily operations of all entities.
- Collaborating with cross-functional teams: To integrate ESG practices across all business functions and decision-making processes.
- Conduct thorough ESG assessments: Identify key sustainability risks and opportunities and related KPIs.
- Sustainability Initiatives: Lead and support environmental and social programs (e.g., carbon footprint reduction, waste management, diversity & inclusion, sustainable sourcing).
- ESG Performance Monitoring and Reporting: Monitor, measure, and report ESG metrics using approved frameworks (GRI, SASB, TCFD).



- Collaborate with external organizations: Work with industry associations and advocacy groups on ESG initiatives..

Strategic Functions

- Developing and implementing comprehensive Board-approved ESG strategies, policies, and frameworks: Aligning with JHL's values, goals, regulations, and global sustainability standards (UNGC).
- Stakeholder Engagement: Build and manage relationships with investors, employees, customers, vendors, and communities to promote transparency and drive positive change.
- Staying updated on emerging ESG trends: Conduct research, track regulatory/industry developments, and adopt best practices to drive innovation.

People & Culture Leadership

- Training & Awareness: Develop guidelines, tools, and training programs to raise internal awareness and understanding of ESG principles among directors, employees, intermediaries, and vendors.
- Promoting Diversity, Equity & Inclusion (DEI): Within sustainability initiatives, ensure workplace culture fosters inclusivity and employee engagement in ESG.
- Embedding ESG in culture: Encourage employee participation in ESG initiatives (volunteering, sustainability practices, innovation challenges).

Corporate Governance & Compliance

- Compliance & Risk Management: Ensure adherence to environmental laws, governance regulations, and social responsibility standards; identify and mitigate ESG-related risks.
- ESG Performance Monitoring and Reporting: Ensure disclosures align with regulatory requirements, industry standards, and international frameworks.
- Board & Executive Oversight: Work with the Board on ESG integration, policy approvals, and governance alignment with corporate objectives.
- Transparency & Accountability: Drive ethical reporting, disclosure, and assurance processes to maintain credibility with stakeholders.

Key Skills

- Strategic Thinking: Ability to translate sustainability goals into actionable business plans for each entity.
- Cross-Functional Collaboration: Skill to work effectively with various internal teams, including procurement, HR, and business leaders across the region.
- Financial acumen to link sustainability initiatives to business value and articulate the financial implications of ESG practices.



- Leadership Qualities. Ability to drive organizational change, collaborate with diverse teams and inspire a sustainability-focused culture.
- Communication and interpersonal skills: Excellent communication and presentation skills to influence change, effectively engage internal and external stakeholders at all levels and communicate ESG initiatives.
- Strong analytical and problem-solving skills. To support analysis and synthesizing of complex ESG data, identification of sustainability risks and opportunities, develop effective strategies to action the same and measure impact.
- Adaptability and resilience: Ability and adapt and be resilient to navigate complex and evolving sustainability challenges.
- Ethical and Principled approach to decision making with a passion for driving positive social and environmental change within JHL and externally as well.

Qualifications

- Bachelor's degree in environmental science, sustainability, business, or a related field
- Master's degree in environmental science, Sustainability, Business, or a related field an added advantage.
- Advanced knowledge of ESG reporting frameworks such as GRI, SASB, and TCFD.
- Certifications in ESG or sustainability-related programs.

Relevant Experience

- 5+ years of experience in ESG, sustainability, or corporate responsibility in a similar role within a corporate group setting.
- Strong knowledge on international/local ESG laws, regulations, sustainability principles, ESG frameworks and reporting standards (e.g., GRI, SASB, TCFD) and experience in preparing sustainability reports.
- Proven track record in management of multiple ESG projects, data analysis, utilizing ESG-related software tools.
- Experience in conducting stakeholder engagement and managing relationships with investors, regulators, NGOs, and other key stakeholders.

**If you are qualified and seeking an exciting new challenge,
please apply via Recruitment@jubileekenya.com quoting the Job Reference Number and**

Position by 9th October 2025.

Only shortlisted candidates will be contacted.